

**TRANSPORTATION  
ASSISTANT  
GS-2106-06**

**DISTRIBUTION**

## **INTRODUCTION:**

## **MAJOR DUTIES AND RESPONSIBILITIES:**

Serves as shipment clerk in the Shipping Branch with responsibilities for effecting off-station shipping of general freight, dangerous articles, and security-risk material. Selects the appropriate carrier and mode, making necessary arrangements for shipments taking into consideration routing, carrier service area, comparability of costs, relative to priority and special handling criteria, freight consolidation; review shipment size and weight to determine particular handling, packing, loading or type carrier equipment required. Reviews coded military shipping documents, selects necessary information and translates into freight terminology. Researches technical manuals, military and commercial tariffs to derive proper freight classifications, consignment instructions and funding information to be applied to shipping documentation. (HAZ01AK)

Establishes and maintains files, delivery receipts, GBL's, follow-up actions, REPSHIP messages, and telephone logs. Posts information from follow-up transactions, research and shipping dates. Edits supply and carrier transactions, providing customer service by expediting urgent, critical, short and damaged items requiring special handling. (SHIP01H, SHIP 01G, RCPT01N)

Researches UADPS-SP, NATADS/NAOMIS, FEDLOC and CFM systems to obtain shipping information for material due into NAS Lemoore and tenant activities. Each transaction requires in-depth research and knowledge of on and off station Supply procedures and processes. (STOR02BK)

Receives requests requiring tracer action and initiates corrective action on all transportation discrepancies of in-transit high priority aircraft and industrial supplies critical to fleet support. Determines correct action/method to process claim reports. Determines entity responsible, advises carrier of required inspection or in lieu of, obtaining written waiver. Searches for stock number, price information, material descriptions and other data required to effectively prepare Transportation Discrepancy Reports (TDR) in accordance with DOD 4500.9-R. Maintains liaison with other departments/divisions on MLSR reports, GBLs, carrier performance, etc. (SHIP01R, SHIP01J)

Screens and initiates shipments of hazardous materials, including but not limited to, compressed gases, class A, B and C explosives, flammable liquids, solids, radioactive material, corrosive material, electronic components with magnetic transmitting characteristics to ensure shielded containers are used to preclude possible interference with aircraft instruments. Researches loading and storage compatibility charts to determine hazardous materials that may be shipped together and/or on same transporting aircraft or vehicles. Researches various tariffs and regulations to determine proper shipping modes. (SHIP 01I)

Initiates and performs billing process to provide various shipment document for commercial and government modes and carriers containing approximate costs, routes, services, and other appropriate information. Researches various tariffs, guide directories, federal regulations and other publications applicable to various shipment characteristics such as size, shape, weight, and packaging requirements. Types shipping documents, reports and correspondence and assists in maintaining office records and files. (SHIP01C)

Assistant to the Joint Military Astray Freight Person, duties require liaison with all commercial carriers transporting freight within a 100 mile radius of NAS Lemoore.

### **MISCELLANEOUS DUTIES:**

Performs a variety of related duties in support of the Distribution Branch Mission:

1. Process stock numbers and Unit of Issue charges. (STOR02AD)
2. Process location deletions for material no longer warehoused. (STOR02AC)
3. Perform reidentification requirements for "F" condition material. (STOR01AG)

### **KNOWLEDGE AND SKILLS REQUIRED BY THE POSITION:**

In-depth knowledge of established Navy and DOD Transportation rules, regulations, governing policies and supply management guidelines to resolve transportation and other related discrepancies.

Knowledge of follow-up actions and requisition files to maintain and control files.

Skill in searching for identification or management data on items used by an organization.

Knowledge of requisitions, supporting documents and reference material to determine actions required.

Knowledge of several computer systems: UADPS-SP, NATADS/NAOMIS, FEDLOG, CFM and Microsoft Windows automates systems. The use and applications of the personal computer and/or other microcomputers, and develops computer based programs, spreadsheets and data base using standard software packages.

Knowledge and understanding of the commercial carrier industry to properly initiate documentation to resolve various types of transportation related discrepancies.

Ability to meet and deal.

Ability to type approximately 30 WPM.

Ability to obtain a secret security clearance.

### **SUPERVISORY CONTROLS:**

Works under the general supervision of the Branch Supervisor who provides technical assistance regarding unusual circumstances or deviations from standard practices. Operates within the procedural guidelines of the supply system, military/industry traffic management regulations and directives of higher authority. Completed work is judged on the basis of end results achieved.

The employee independently plans and carries out work assignments, researching problems, locating and applying guidelines to resolve discrepancies. The employee has recourse to supervisory assistance when problems arise which deviate from normal policies and procedures.

Performs day to day work independently in accordance with previously issued instructions. Supervisor is informed regarding work in progress, major trends, decisions, determinations and recommendations are normally accepted. When problems arise that deviate from normal policies and procedures assistance may be sought from the supervisor.

Completed work and recommendation are reviewed, for accuracy, adherence to guidelines, completeness, and soundness of judgement.

**GUIDELINES:**

Employee works within the framework of established government and Department of Transportation rules and regulations, supply regulations, policies and procedural guidelines. Initiative and judgement are required in determining corrective actions/methods.

Specific guidelines include Military Traffic Management Command regulations, MILSTAMP, MILSTRIP operating handbooks, NAVSUP publications and instructions, Department of Defense directives, Interstate Commerce Commission regulations, Department of Transportation regulations and various written guides relative to material transportation. Incumbent must select and apply appropriate directive(s), referring to the supervisor for assistance/guidance in particularly complex situations.

**COMPLEXITY:**

Work involves a variety of materials (Including items designated explosive, hazardous and dangerous), destinations, routes, tariffs, and regulations. A large segment of the assets involved are critical aviation repairable components which require dedicated, documented management through-out the logistics supply cycle. Most shipments are different and range from simple direct routing of standard items to extreme complex, multi-route transactions involving items requiring special handling throughout the entire process.

The work involves a variety of functions, requiring seasoned judgement and sound solutions. Assets involved, include technical supply management work related to agency, intermediate echelon, depot, local or other supply activities, work is usually segregated by commodity, area or function and controlled in terms of difficulty, complexity or responsibility.

Performs technical supply and transportation management work which involves individual case problems or supply actions, which require consideration of program requirements.

Employee performs complex assignments involving a variety of transactions required for material movement which requires the application of experience and judgement.

**SCOPE AND EFFECT:**

The purpose of the position is to quickly and accurately process supply related transactions providing expedient handling of all reports for transportation related discrepancies. Determines causative factors, entities responsible and processes reports in a timely manner.

The necessity to accomplish expeditious, cost effective shipments of material is paramount to the mission of NAS Lemoore and directly impacts the effectiveness of NAS Lemoore's ability to support the fleet. Timely, cost effective shipping actions reduce the quantity of material in the logistics and repair pipeline. Failure to accomplish this function in an effective manner impacts the complete physical distribution of material aboard the station including the ability of tenant organizations to operate effectively.

**PERSONAL CONTACTS:**

Initiates and maintains personal contacts with Supply Department and other NAS Lemoore departments, tenant commands, Federal Inventory Support Centers (FISC), Defense Logistics Agencies (DLA), General Services Administration (GSA), Military Traffic Management Commands (MTMC), Navy Transportation Command (NAVTRANS), Department of Transportation (DOT), Defense Finance and Accounting Services (DFAS), Army, Air Force, Marine Corps and other Government agencies, as well as commercial carrier representatives.

**PURPOSE OF CONTACTS:**

Contacts are to consult with, obtain, clarify or provide advisory services, verify pertinent information relative to Supply operations and expedite inbound assets critical to fleet support.

**PHYSICAL DEMANDS:**

Work is primarily sedentary, some walking, standing or bending to photograph improperly loaded carrier equipment or damaged material may be required.

**WORK ENVIRONMENT:**

Work is performed in an office setting, occasionally incumbent will go into the warehouse to view material received damaged or improperly packed or to research material in process of being prepared for shipment.